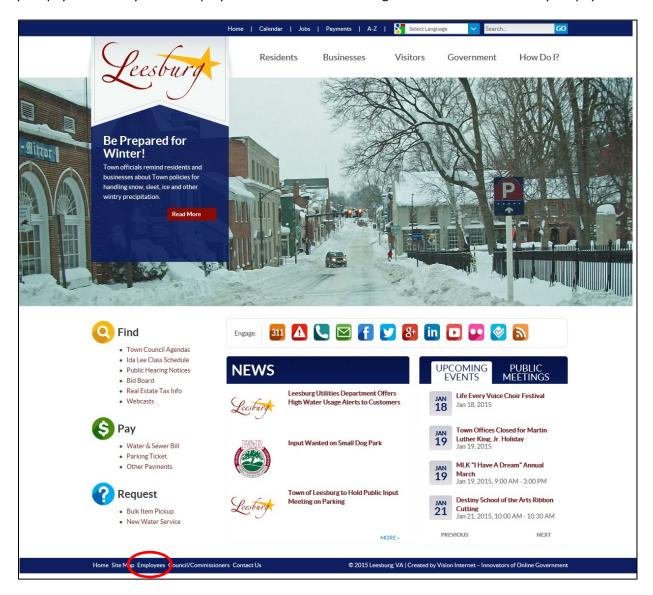
## **Employee Self Service**

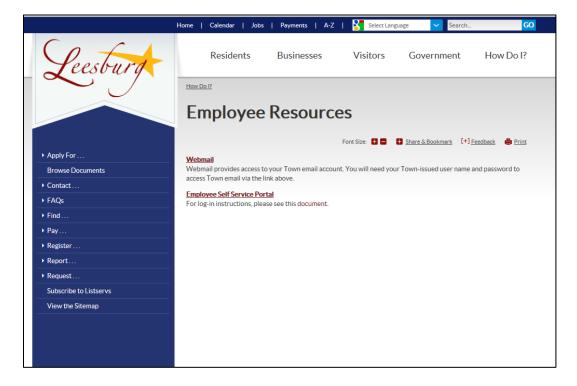
Employee Self Service (ESS) is a MUNIS application created specifically for current employees. ESS provides access to personal information, pay and tax information, and benefit details. This is a great tool for employees to review their personnel and payroll information and easily make changes.

Employee Self Service (ESS) is now available for Town employees. It allows access to personal information through internet access. Employees can view payroll information such as paycheck data, W4s, W2s, and a paycheck simulator. In the future, time off may be requested and timesheets entered.

To reach the portal for ESS, go to the Town of Leesburg website and click on Employees at the bottom of the page (the link appears on all pages of the website). See below. It is helpful to have a copy of one of your paystubs handy. Your employee number is needed to logon and it can be found on your paystub.



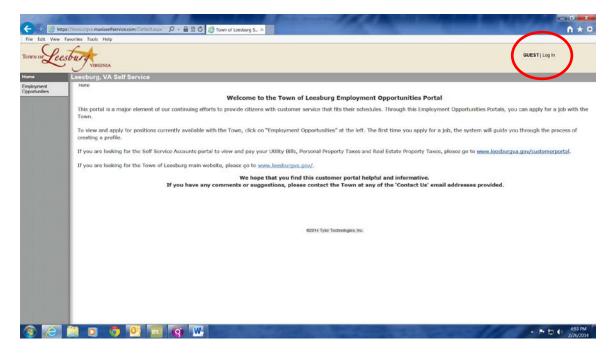
The following screen will appear. Click on document to get a copy of this instruction document. Click on Employee Self Service Portal to get to the website.



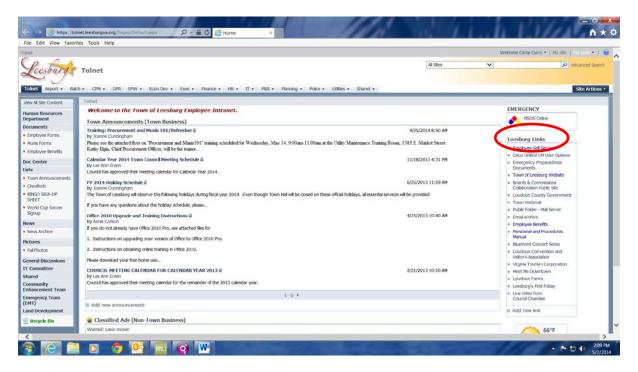
The following is the first screen that pops up when you go to the website:

## https://leesburgva.munisselfservice.com/

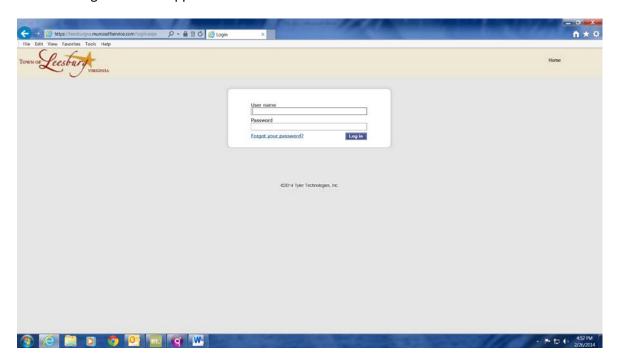
In the upper right hand corner, click on Log In.



Another way to go to the portal is through the TOLnet. On the right side of the screen under Leesburg Links you will find a link for Employee Self Service. This link will take you directly to the Log-In screen.

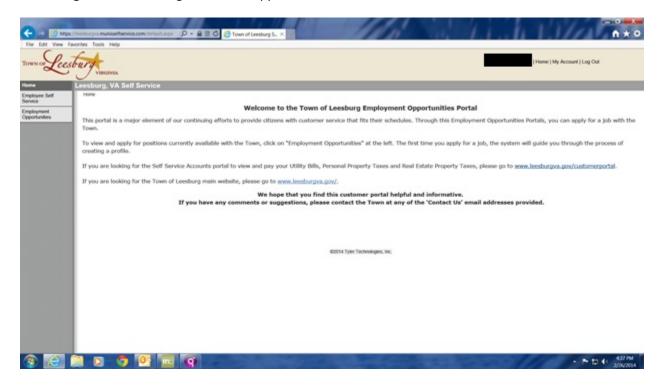


The following screen will appear.



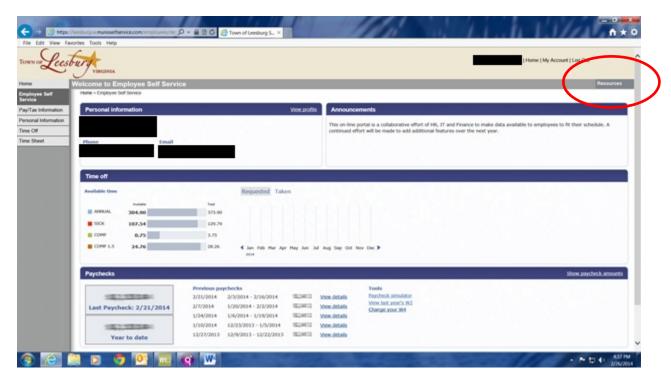
Enter your username and password. If you do not know your username and password, contact the Finance Department.

Select Log In. The following screen will appear.

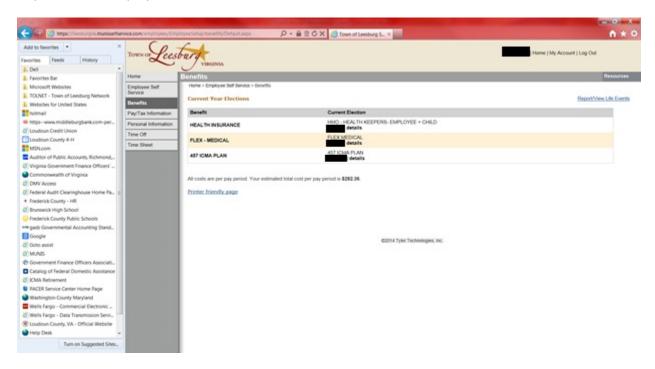


On the left hand side of the screen, select **Employee Self Service**.

The following screen will appear. This screen includes your address, phone number, email, leave accruals, and several previous paychecks. Click the resources tab for helpful forms.

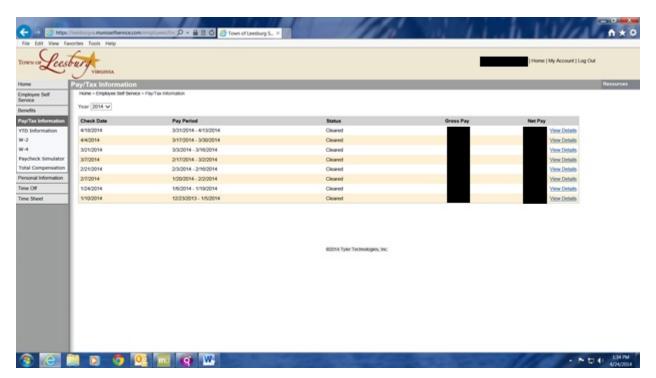


If you select Benefits, you will see a listing of your current benefits that you are enrolled in and the cost to you and the employer.

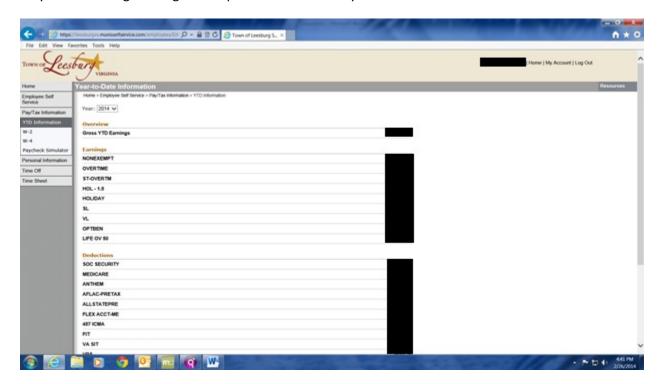


If you select Pay/Tax Information from the left side of the screen, the following screen appears.

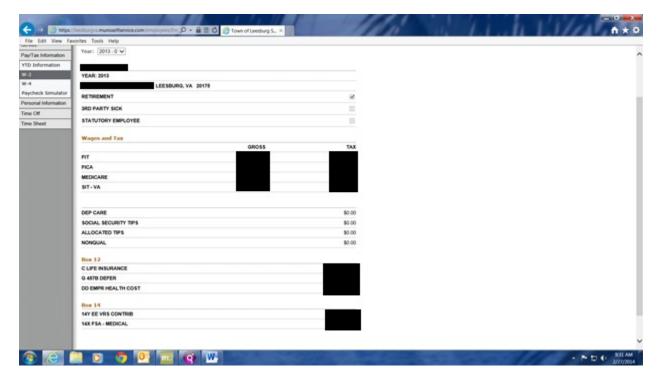
You can select view detail to see your paycheck information for each date. You can change the year in the dropdown to see prior years.



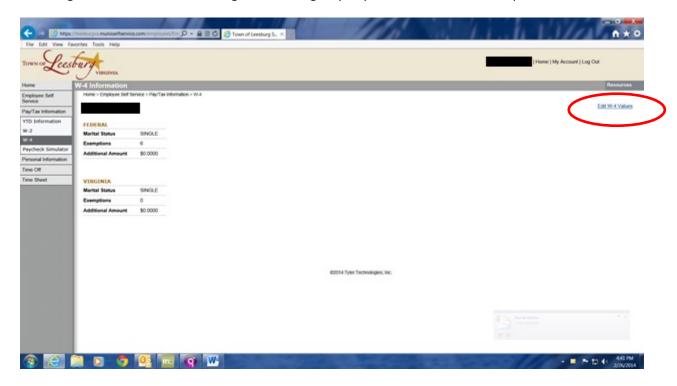
Selecting YTD Information on the left hand side of the screen will provide the following screen. The year may also be changed using the dropdown box near the year.



Selecting W2 will give the following screen. The year can be changed in the year dropdown box.

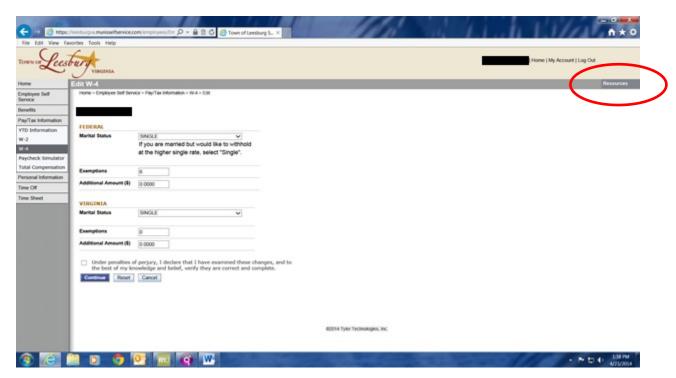


Selecting W4 will show the following screen and give you your tax status and exemptions.

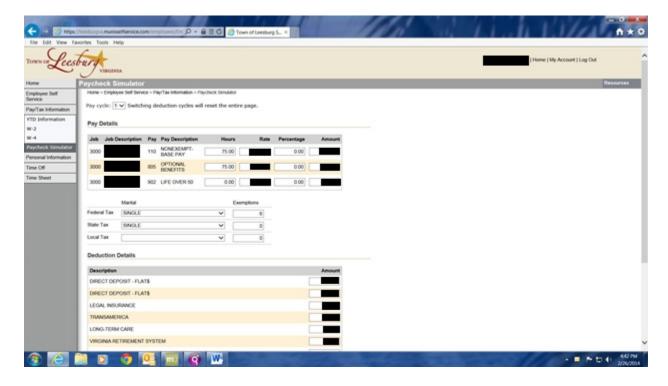


Selecting "Edit W4 Values" will bring up the following screen.

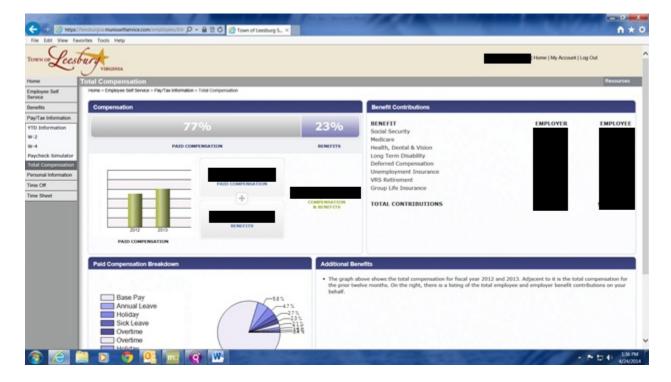
If you move between states, you won't be able to select the new state here. You must fill out a paper form and supply to Human Resources. A link to the form is on the resources tab.



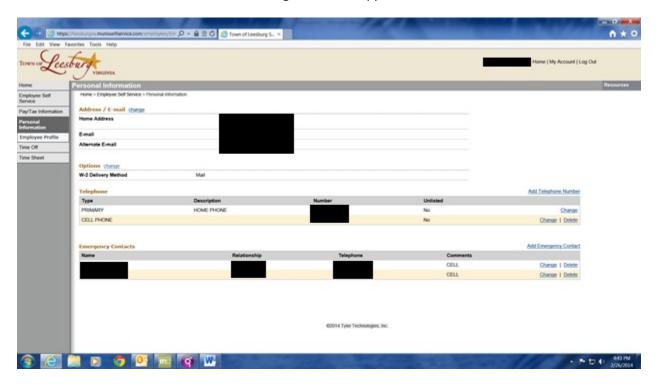
Selecting Paycheck simulator will give you the following screen. This feature allows you the opportunity to simulate a paycheck to determine the effect it would have on your net pay. Using this feature, you can determine what your estimated paycheck would be if you changed your tax status, your pay rate, or your deductions.



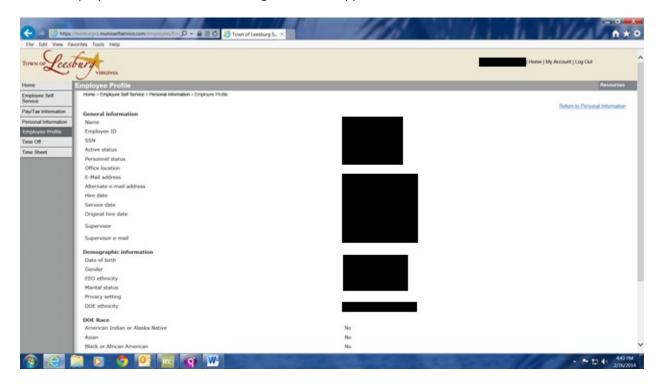
Selecting Total Compensation will bring up the following screen. Total compensation for the prior twelve months is shown along with the benefit contributions by employer and employee.



Select Personal Information and the following screen will appear.



Select Employee Profile and the following screen will appear.



## **FUTURE ENHANCEMENTS for ESS:**

In the near future, the Town will be rolling out additional enhancement features of the Employee Self Service. Items that are being considered are:

- Electronic processing of leave requests
- Electronic processing of timesheets

## Electronic benefits enrollment

Currently, you have the ability to review the benefits that you are enrolled in. During open enrollment you will have the ability to sign up or change benefits through the ESS. Human Resources will supply a document with instructions for open enrollment.